



EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

Green Infrastructure Community Engagement Fund Application Form

January 2017



Disclaimer

Applicants should be aware that as the Green Infrastructure Community Engagement Fund new, the guidance will be reviewed as the programme evolves and therefore may be subject to change. The European Union and Scottish Ministers reserve the right to amend the National Rules and SNH reserves the right to amend the published guidance during the period of the programme. Decisions to fund projects will be based on the availability of funding, how well the project matches the Green Infrastructure Community Engagement Fund priorities and its contribution to outcomes as part of the whole Strategic Intervention. These priorities may change during the course of the Strategic Intervention to take into account gaps in meeting priorities in previously funded projects and not to fund at all. The Scottish Government reserves the right not to award any support at all under this programme.

Version Control

Date	Issue	Status	Author	Authorised by
10/01/17	V1	Final	FS	IR

Application Form

For guidance on completing this form, please refer to the [Green Infrastructure Community Engagement Fund Application Form Guidance](#) which explains in detail the information required to complete each section of the form.

Further guidance can be found in the [Green Infrastructure Community Engagement Fund Application Handbook](#) and the [Scottish Government ERDF 2014-2020 National Rules on Eligibility of Expenditure](#). The Regulations governing the overall use of European Structural Funds for the 2014-2020 Programme are available from the [Official Journal L 347/2013h](#).

The information you provide on this form will be used to assess and score your application. We will use your answers to assess the eligibility, deliverability, financial robustness and overall quality of your application. We will recommend the projects that score most highly to the SNH's CEO for final approval for award of ERDF funding.

Answers to each question are limited to approximately 250 words, **unless otherwise stated**.

All fields relevant to your application must be completed. You should complete the application form as fully as possible as failure to provide the required information could result in your application being rejected without being scored, or not scoring sufficiently highly to get funded. If you feel that a particular question is not relevant to your application please explain why on the form.

Ensure that you complete the checklist on the final page to confirm that you have enclosed the mandatory supporting documents when submitting the application form. Please also make sure that you follow the instructions in the Application Form Guidance with respect to numbering these documents, using appropriate naming conventions and cross-referencing between documents and the application form as necessary. Failure to do this may result in your application being rejected at the screening stage.

To submit your application, please email it to greeninfrastructure@snh.gov.uk by midnight on **17 April 2017**. Any applications received after this deadline will be rejected.

Application Reference Number

Click here to enter text.

SECTION A: Application Details

Part 1: Lead Partner Details

1.1	Strategic Intervention Title	Green Infrastructure
1.2	Strategic Intervention Lead Partner	Scottish Natural Heritage
1.3	Name of SI Manager that the Project will report to	Iain Rennick

Part 2: Delivery Agent Details

2.1	Delivery Agent Organisation Name	Click here to enter text.
2.2	Project Manager Name	Click here to enter text.
2.3	Project Manager Address	Click here to enter text.
2.4	Project Manager Email Address	Click here to enter text.
2.5	Project Manager Telephone Number:	Click here to enter text.

Please confirm registration with Scottish Government as an eligible body to apply for ERDF

Part 3: Project Details

Project Title	Click here to enter text.	
Programme	ERDF	
Programme Area	Choose an item.	
Fund Type	Revenue	
Thematic Objective	06 - Preserving and protecting the environment and promoting resource efficiency	
Investment Priority	6d - Protecting and restoring biodiversity and soil and promoting ecosystem services, including through Natura 2000, and green infrastructure	
Intervention Field	85 - Protection and enhancement of biodiversity, nature protection and green infrastructure	Indicative Pro-Rata Share 100%
Europe 2020	Reduce the number of people at risk of poverty or social exclusion by 20 million (EU wide)	
Form of Finance	Non-repayable grant	
Territory Type	(select one)	Choose an item.
Economic Activity	Activities linked to the environment and to climate change	
Project Location	Choose an item.	
Contract Let date	Click here to enter a date.	
Project Start Date	Click here to enter a date.	
Project End Date	Click here to enter a date.	
Financial End Date	Click here to enter a date.	
Date final results to be achieved by	Click here to enter a date.	

Section B: Deliverability

Part 4: Financial Information

4.1 Financial Summary and Expenditure Profile

Please complete the financial summary and expenditure profile tables below and populate the Financial Annex which has been provided separately as an Excel workbook. Please note that all underlying assumptions regarding expenditure and its profile must be made clear. Please provide any relevant evidence to support your costs as a supporting document e.g. quantity surveyor's reports, quotes.

Financial Summary Table

	H&I (£)	LUPS (£)	Total (£)
Total Project Cost	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Income	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Net Revenue	Click here to enter text.	Click here to enter text.	Click here to enter text.
Net Eligible Costs	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Match Funding	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total Grant Requested	Click here to enter text.	Click here to enter text.	Click here to enter text.
Intervention Rate (%)	Click here to enter text.	Click here to enter text.	Click here to enter text.

Expenditure Profile Table

Year	H&I Expenditure (£)	LUPS Expenditure (£)	Total Expenditure (£)
2017	Click here to enter text.	Click here to enter text.	Click here to enter text.
2018	Click here to enter text.	Click here to enter text.	Click here to enter text.
2019	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total	Click here to enter text.	Click here to enter text.	Click here to enter text.

4.2 Cost Models

Please indicate the cost model your Project will use. **Please refer to the National Rules for further information.** If you intend to use a Cost Model other than Procurement or Flat Rate, please contact us as early as possible.

Procurement	Choose an item.
Flat Rate Direct Staff Costs +15%	Choose an item.

4.3 Justification of Cost Model(s) Selected

Enter text here

4.4 Match Funders

Please state in the table below who will provide the match funding for your project and how much they are providing.

Name of Organisation	H&I or LUPS	Total (£)
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.
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Click here to enter text.	Choose an item.	Click here to enter text.

4.5 Status of match funding

Has your match funding been confirmed? If not when do you expect it to be confirmed? Please provide and refer to supporting evidence. Please also confirm that match funding is 'clean' e.g. it has not originated from a European source and has no other outputs linked to it.

Enter text here



Part 5: Project Overview

5.1 The Community

Please tell us about the community you plan to work with. Who are they and how will this project work with and benefit them?

Enter text here

5.2 Green Infrastructure

Please tell us about the green infrastructure/greenspace your project is inspired by or linked with.

Enter text here



5.3 Location of Activities

Please tell us about the area where your project will take place. Please also attach two maps. One should be in pdf format at a scale of 1:25,000, and one should be an ESRI shape file at a scale of 1:2,500 using the template and instructions provided with this application form. The maps should indicate the location of the site(s) that your application will be associated with. Also indicate on the maps the location of the communities that will benefit from your project, and any other relevant features.

Description of area:

Enter text here

Please confirm you have attached an A4 PDF format map and ESRI shapefile.

Choose an item.



Part 6: Rationale

6.1 Overview of Proposed Activity

Please provide a summary of your project outlining the proposed **aims, objectives and benefits** of the project (**word limit 500**).

Enter text here

6.2 Please describe in more detail the main **activities** that your project will deliver (**word limit 1000**).

Enter text here



6.3 Please tell us in detail about the main **outputs** of your activities? (**word limit 500**). See the Green Infrastructure Fund glossary for our definition of outputs.

Enter text here



6.4 Please complete the summary timetable below for the delivery of your project.

Activity/ Deliverable	Outputs	Start Date	End Date
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.
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Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.



Part 7: Project Administration

7.1 Management Structure and Reporting (Programme Compliance)

Describe the management and reporting structure in place which enables you to comply with European Regulations and specific National Rules.

Enter text here

7.2 Performance Compliance

Outline your strategy for the effective delivery of project targets.

Enter text here



7.3 Financial Compliance

Do you have previous experience in managing Structural Funds or other EU funding? If error rates have been reported against previous projects led by your organisation, please explain how the cause has been addressed and will not be repeated in the 2014-2020 programme.

If you have not been involved in managing EU funds before please tell us about some examples of other relevant projects you have managed.

Enter text here

7.4 Risk Management

Please describe how you will monitor and assess risk for the operation with reference to both the [Green Infrastructure Fund Risk Assessment and Management Guidance](#) and your own organisation's Risk Management Policy.

Please provide a copy of the risk assessment for your project as a supporting document.

Enter text here



7.5 Communication and Marketing Strategy

Outline the communication and marketing strategy for the project. Include details of your plans for publicity and branding. Please refer to the [Green Infrastructure Fund Communications toolkit](#).

Enter text here



Part 8: Regulatory (Legal) Compliance

8.1 Outline how the Operation will comply with the following:

8.1.1 Delivery Method

Explain and justify the delivery methods proposed for the project e.g. direct or procured.

Enter text here

8.1.2 Procurement

Outline the procurement process and legal steps which will be followed.

Enter text here

8.2 State Aid

There are key tests which need to be considered to establish whether a project constitutes State Aid.

It is the applicant's responsibility to ensure that the operation adheres to State Aid rules. For further information see <http://www.gov.scot/Topics/Government/State-Aid>.

8.2.1 Having considered the 4 key tests for State Aid, if the project does not constitute state aid explain why.
Enter text here

8.2.2 If the operation does constitute state aid, please explain why.
Enter text here



8.3 Describe how the project will meet its regulatory obligations on each of the sub-headings below:

8.3.1 Publicity

Enter text here

8.3.2 Data Retention Requirements

Enter text here



Part 9: Impact

9.1 Contribution to Strategic Intervention

Please explain how the project will contribute to the Green Infrastructure Strategic Intervention.
Enter text here

9.2 Community Engagement

Tell us in detail about your plans for how your project will engage the community in your area
Enter text here



9.3 Target Groups

What target groups do you aim to benefit through your project, and what difference will your project make to them? How many people in each group will be impacted by your project?

Enter text here

9.4 Evidence of Need – addressing identified issues

What are the issues, problems and/or gaps in outcomes that the activities will address?

Enter text here



9.5 Evidence of Need – plans, strategies and policies

Please tell us how you know there is a need for your project, referring to any strategies, plans or policies, consultations you may have done, or other data you may have collected.

Enter text here

9.6 Scottish Index of Multiple Deprivation (SIMD)

Please give details of the SIMD ranking and local share context of the area(s) in which you intend to work. Please see the GICEF application form guidance for a definition of local share and links to the Scottish Government's SIMD website.

Enter text here



9.7 Need for Grant/Gap

Please explain why grant assistance is needed to enable your project to proceed.
Enter text here

9.8 Added Value

Tell us about the added value of the operation and quantify it as precisely as possible.
Enter text here



9.9 Synergy

Does your project have any synergy with competitive funds (e.g. ETC, EAFRD, EMFF, Horizon 2020, SRDP) or other Strategic Interventions / projects/ improvements to the project locality e.g. providing new services to disadvantaged individuals to overcome barriers to employment, education or training?

Enter text here

9.10 Innovation

Tell us what is innovative about your project.

Enter text here



9.11 Monitoring and Evaluation

Please outline your plans for monitoring and evaluating the impact of your project. The Monitoring and Evaluation requirements for the Green Infrastructure Strategic Intervention are set out in the [Green Infrastructure Community Engagement Fund Monitoring and Evaluation Framework](#).

Enter text here

9.12 Key Milestones

Please outline in more detail the key milestones in the delivery of your project. These should cross-reference with the milestones entered in the financial annex and will be used in monitoring your project's progress.

Enter text here



9.13 Results

Please tell us in detail what the **results** of your project will be. What difference will it make to people in your community? How will it contribute to the **outcomes** of the Green Infrastructure Community Engagement fund (See the [Overview and Summary](#))?

Enter text here

9.13 Legacy

What will be the legacy of your project? What are the lasting benefits you see it bringing to your community and how will you ensure they persist?

Enter text here





Part 10: Horizontal Themes

10.1 Horizontal Themes

Please tell us how your project will address the ERDF Horizontal Themes. Please refer to any supporting documents you are supplying which provide more detail, and explain clearly how addressing the horizontal themes have been considered during the planning of your project and will continue to be during its delivery and beyond.

10.1.1 Environmental Sustainability

What are the current issues/barriers faced?

- How will this be addressed?
- How will this be monitored?
- How will you know there has been acceptable progress?

Enter text here

10.1.2 Social Inclusion

What are the current issues/barriers faced?

- How will this be addressed?
- How will this be monitored?
- How will you know there has been acceptable progress?

Enter text here

10.1.3 Equal Opportunities

What are the current issues/barriers faced?

- How will this be addressed?
- How will this be monitored?
- How will you know there has been acceptable progress?

Please supply a copy of the Equality Impact Assessment for the operation.

Enter text here

SECTION F: Applicant Declarations

Part 12: Applicant Declarations

Please confirm if any of the information you have supplied on this form is regarded as commercial in confidence.

Choose an item.

Please confirm that you have read and understood the ERDF National Rules before submitting this application.

Choose an item.

Name


Click here to enter text.

**Position in Organisation
(Chief Executive or equivalent)**

Click here to enter text.

Signature

Enter e-signature picture below



Date

Click here to enter a date.



SECTION G: Supporting Documents

Part 13: Checklist of Mandatory Supporting Documents

Please ensure that you have enclosed the following supporting documents with your application. Make sure all supporting documents are clearly marked with your Application Reference Number and the name of the Project using the required naming convention. See the [Green Infrastructure Community Engagement Fund Application Form Guidance](#) for full instructions on how to present supporting documents.

1.	Financial Annex	Choose an item.
2.	Detailed costings to support the Financial Annex	Choose an item.
3.	Confirmation of VAT status of your organisation	Choose an item.
4.	Map - PDF	Choose an item.
5.	Map – ESRI shapefile	Choose an item.
6.	Project Action Plan including timescales and milestones	Choose an item.
7.	Risk Management Plan	Choose an item.
8.	Risk Assessment and Risk Register	Choose an item.
9.	Data and information management compliance statement	Choose an item.
10.	Project Profile	Choose an item.
11.	Equalities Impact Assessment and Equalities Action Plan	Choose an item.
12.	Procurement Policy including Tender Procedures/ Policy or tender documentation	Choose an item.
13.	Evidence that match funding is in place/has been applied for	Choose an item.
14.	Recruitment Policy (if 100% post holders are included in the application)	Choose an item.
15.	Job Description and Person Specification (if 100% post holders are included in the application)	Choose an item.

Part 14: Optional Supporting Documents

If your organisation has any of the policies below, and if they are relevant to your application, please enclose them with your application and refer to them in the relevant section of your application form.

16.	Equal Opportunities Policy	Choose an item.
17.	Environmental Sustainability Policy	Choose an item.
18.	Protected and Vulnerable Groups Policy	Choose an item.
19.	Social Inclusion Policy	Choose an item.

Please list any other supporting documents you are supplying with your application and cross-reference to the question in the application form that the document is supporting (in accordance with the [Green Infrastructure Community Engagement Fund Application Form Guidance](#)).

Enter text here

NB Electronic copies of all of these documents need to be filed and retained until 2030.

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www.snh.gov.uk



Scottish Natural Heritage
Dualchas Nàdair na h-Alba

All of nature for all of Scotland
Nàdar air fad airson Alba air fad